



## Job Announcement

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<b>Opening Date:</b>	June 2, 2015	<b>Closing Date:</b>	Open Until Filled
<b>Job Title:</b>	Legal Assistant	<b>First Review Date:</b>	June 16, 2015
<b>PIN:</b>	927003	<b>Position Type:</b>	Contractual Part Time (10-20 hours per week)
<b>Location:</b>	Commission on Judicial Disabilities Linthicum, Maryland	<b>FLSA Status:</b>	Non- Exempt
<b>Financial Disclosure:</b>	No	<b>Grade/Salary:</b>	J09 \$17.70-\$21.04 per hour (Depending on Qualifications)

**Essential Functions:** The Legal Assistant will provide support to the Executive Director/Investigative Counsel, Assistant Investigative Counsel, Administrative Assistant and Commission/Board Members. Primary responsibilities include, but not limited to: reviewing documents, transcripts, audio CDs and audio video CDs; assist with the monitoring of Discipline Agreements or other discipline actions by Commission, including the analysis and response related thereto; assist in preparing and gathering confidential materials to be presented to the Commission and Board at each of their monthly meetings; assist in drafting and composing various types of documents; answering phone calls and taking appropriate action and performing other duties as assigned.

**Education:** High School Diploma or GED.

**Experience:** Four years of work experience performing duties related to one or more of the above essential functions, which may include secretarial, clerical or administrative work.

**Preferred:** Paralegal, law school student, prior legal or related investigatory experience.

**Note:** 1) Two years of the required experience may be substituted by one of the following: Associate's Degree from an accredited college, two years of undergraduate college courses or two years of law school courses.

2) Completion of a secretarial or legal-related program from an accredited school may be substituted for one year of the required experience.

**Skills/Abilities:** Knowledge of business English, including proper grammar, spelling and punctuation. Knowledge of legal terminology. Knowledge of general office practices and procedures. Ability to understand and implement departmental rules, regulations, procedures, and instructions, both oral and written. Ability to maintain confidentiality and understand the importance of confidentiality in the work performed by the Commission. Ability to apply discretion and exercise good judgment in a variety of situations. Ability to compile, review and analyze data and provide recommendations. Must possess interpersonal skills to effectively work with a small professional staff. Ability to work independently with minimal supervision. Ability to handle multiple tasks, prioritize work and accept change in work priorities. Ability to operate a personal computer and software programs (e.g. Microsoft Word and Excel). Ability to communicate effectively in person, in writing and via telephone. Ability to perform the essential functions of the position.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).**

**Materials must be received at the address below. The Human Resources Department will not be responsible for applications sent to any other address.**

Maryland Judiciary  
ATTN: Human Resources Department  
580 Taylor Avenue, Bldg. A-1  
Annapolis, Maryland 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov)

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodations for an interview should request this in advance. The selected candidate will be subject to a background check and must submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.**